２０２４年度（４月入学）

名古屋大学大学院国際開発研究科
博 士 後 期 課 程

Doctoral Program

Application Guidebook

for the Academic Year 2024

学生募集要項

April Enrollment

Graduate School of International Development

(GSID)

NAGOYA UNIVERSITY

名 古 屋 大 学 大 学 院
国 際 開 発 研 究 科

2023年度学年暦

月	日	事　　項
2023年 4月	2日	新入生履修登録期間（9：00～5日11：00まで）
	3，4日	新入生向けガイダンス
	5日	入学式
	10日	履修登録確認1回目
	11日	**春学期授業開始** 在学生履修登録修正期間（～18日13：00まで）
	上旬	他研究科履修願(春学期科目)締切
	中旬	定期健康診断
	下旬	春学期分授業料納入期限
	下旬	学修計画書提出
5月	1日	名古屋大学記念日
	2日	履修登録確認2回目（新入生含む）
	27日	春学期授業予備日
6月	8日	名大祭(8日午後～11日)
	9日	**9月修了者・博士学位論文提出期限(16時)**
	30日	**9月修了者・修士学位論文提出期限(16時)**
7月	14日	9月修了者・修士学位論文口述試験
	15日	春学期授業予備日
	28日	**春学期授業終了**
8月	上旬	集中講義(～9月)
	8日	夏季休業(～9月30日)
9月	15日	在学生履修登録入力期間（～21日17：00）
	27日	秋季卒業式・修了式
	28日	10月入学者・新入生ガイダンス 履修登録確認1回目（新入生除く）
10月	1日	秋季入学式
	2日	**秋学期授業開始**
	3日	新入生履修登録・在学生履修登録修正期間（～11日13：00まで）
	25日	履修登録確認2回目（新入生含む）
	下旬	秋学期分授業料納入期限
	下旬	学修計画書提出（10月入学者）
11月	11日	秋学期授業予備日
12月	**8日**	**3月修了者・博士学位論文提出期限(16時)**
	23日	秋学期授業予備日
	27日	年末授業最終日
	28日	冬季休業(～1月7日)
2024年 1月	9日	年始授業開始日
	11日	**3月修了者・修士学位論文提出期限(16時)**
	24日	**秋学期授業終了**
	29日	3月修了者・修士学位論文口述試験
3月	中旬	授業料免除申請締切(2024年度分)
	下旬	在学生履修登録入力期間(次年度春学期)
	25日	卒業式・修了式

Academic Calendar 2023

Date	Events
April 2, 2023	Class Registration Period for New Students (from 9:00 until 11:00 on April 5)
April 3,4	GSID Orientations for New Students
April 5	Spring Entrance Ceremony
April 10	Class Registration Confirmation (First time)
April 11	**Spring Semester Classes Start** Class Registration Correction Period for Current Students (until 13:00 on April 18)
Early April	Spring Class Registration Deadline of Other Graduate Schools
Mid April	Student Health Checkup
Late April	Spring Semester Tuition Fees Payment Deadline
Late April	Submission of Research Plan
May 1	Nagoya University's Anniversary
May 2	Class Registration Confirmation (Second time) including new students
May 27	Make-up Class Day for Spring Semester
June 8	University Festival "Meidai-Sai"(8th afternoon to 11th)
June 9	**PhD Dissertation Submission Deadline for September Graduates (until 16:00)**
June 30	**Master's Thesis Submission Deadline for September Graduates (until 16:00)**
July 14	Master's Thesis Oral Defense for September Graduates
July 15	Make-up Class Day for Spring Semeseter
July 28	**Spring Semester Classes End**
Early August	Intensive lectures (until September)
Augusut 8	Summer Holidays (until September 30)
September 15	Class Registration Period for Current Students (until 17:00 on September 21)
September 27	Graduation Ceremony for September Graduates
September 28	GSID Orientation for New Students enrolled in October Class Registration Confirmation (First time) except for new students
October 1	Fall Entrance Ceremony
October 2	**Fall Semester Classes Start**
October 3	Class Registration Period for New Students and Class Registration Correction Period for Current Students (until 13:00 on October 11)
October 25	Class Registration Confirmation (Second time) including new students
Late October	Fall Semester Tuition Fees Payment Deadline
Late October	Submission of Research Plan (Fall enrollees)
November 11	Make-up Class Days for Fall Semester
December 8	**PhD Dissertation Submission Deadline for March Graduates (until 16:00)**
December 23	Make-up Class Days for Fall Semester
December 27	Last Class day of 2023
December 28	Winter holidays (until January 7)
January 9, 2024	Classes Start
January 11	**Master's Thesis Submission Deadline for March Graduates (until 16:00)**
January 24	**Fall Semester Classes Ends**
January 29	Master's Thesis Oral Defense for March Graduates
Mid March	Tuition Fee Exemption Application Deadline (for AY2024)
Late March	Class Registration Period for Current Students (Spring Semester of the Next Academic Year)
March 25	Graduation Ceremony for March Graduates

Nagoya University

Graduate School of International Development

Admission Policy

As detailed in our Mission Statement, the Graduate School of International Development aims to educate researchers and professionals who can contribute to international development cooperation. We equip these researchers and professionals with excellent independent research capabilities and practical work skills.

The Graduate School of International Development seeks the following persons:

1. Those who have a strong desire to conduct empirical research on the development problems that the international community, states, and civil society organizations tackle by using social science theories and methods, and to contribute to policy-making and implementation from a global perspective;
2. Those who have the will to contribute to state- and community-building in cooperation with the international community and with a full understanding of national and local realities;
3. Those who are eager to realize sustainable development and just societies at the global level while establishing a worldwide network of governments, universities, international organizations, private companies, nongovernmental organizations, and individual citizens.

【Important Notice】 Change of application method: Web application

Applications are submitted through the web application system. In order to apply online, applicants must have access to a PC, printer and e-mail address. An acceptable payment method must be decided upon, and a full facial photograph must be submitted along with all necessary application documents. Applicants must first register at the My Page section of the website before starting application procedures. Applicants should allow ample time for completing application procedures. In addition, important notices regarding entrance examinations shall be sent from the university to your e-mail address. Therefore, an e-mail address that is easy to check on a daily basis should be prepared, and it should not be changed before April 2024.

Note: In this application guideline, all dates and times are in Japan Standard Time.

Table of Contents

Ⅰ．General Selection（April Enrollment）

　　Those who wish to be admitted to the Ph.D. Program of the Graduate School of International Development in 2024 must adhere to the following instructions.

１．Admission Openings

　　Department of International Development and Cooperation: approximately 16 applicants

２．Application and Filing Period

　All three steps of the application must be completed in order.

(1) Registering Online

　　Registration Period: November 20 (Monday) 0:00 - December 7 (Thursday), 2023, 12:00 (noon).
　　You cannot register after the deadline of the web application system.
　　For details, see "4 Application Procedure (1) Registering through the Web Application System and Payment of Examination Fee" on page 2.

(2) Payment of Examination Fee

　　Payment Period: November 20 (Monday) 0:00 - December 7 (Thursday), 2023, 12:00 (noon).
　　For details, see "4. Application Procedure (1) Registering through the Web Application System and Payment of Examination Fee" below and "5. How to Pay the Examination Fee" on pages 2-3.

(3) Submission of Application Documents

　　Reception Period: December 4 (Monday) 8:30 - December 8 (Friday), 2023,16:00
　・Applicants must send the application by attaching them to an e-mail and by registered postal mail. For details, see "4. Application Procedure (2) Send the documents by registered postal mail and e-mail attachment" on page 2 and the "Checklist" on page 8 and after.
　・The <u>application will be accepted only if all the documents arrive by the application deadline by both e-mail and registered postal mail.</u> <u>If any documents are delayed, your application will not be accepted.</u>

３．A Prior Agreement of GSID Faculty Member

　　It is strongly recommended that before applying for this program, an applicant should get the agreement of a faculty member such as a professor or an associate professor of GSID to become the applicant's academic adviser if the individual is admitted to GSID.
　　Visit the following website to get information on GSID faculty members.

　　　　The List of Faculty Members of GSID
　　　　https://www4.gsid.nagoya-u.ac.jp/en/general/members/
　　　　The Faculty Profile offered by Nagoya University
　　　　http://profs.provost.nagoya-u.ac.jp/view/search?m=affiliation&l=en&a2=0000045&s=1&o=affiliation

4．Application Procedure

(1) Registering through the Web Application System and Payment of Examination Fee

・The application procedure is completed by submitting the necessary documents by the application deadline after registering the application on the web application system and paying the examination fee.

・The application procedure cannot be completed only by registering the application online and paying the entrance examination fee.

・Payment is due within 4 days including the date of application. However, if the Web application deadline falls earlier than that, the payment deadline will be the Web application deadline.

・Please note that the payment deadline for registration on the web application system after December 4 (Monday) will be December 7 (Thursday) 12:00 (noon).

(2) Send the documents by registered postal mail and e-mail attachment

The submission method (postal mail or e-mail attachment) differs depending on the application documents,. The application will be accepted only if the postal mail and e-mail attachments arrive within the application acceptance deadline. If either one is delayed, the application will not be accepted.

<Documents that need to be sent by postal mail>

The application documents specified on the "Checklist" on p.8 or later shall be posted by registered mail. Print the "Address Sheet" in color from the web application system, attach it to a square-shaped No. 2 envelope (the size that can accommodate A4), and send it to arrive by the application deadline (Friday, December 8, 16:00). In case of submitting in person at the counter of GSID Administrative Office, the application must be submitted by the application deadline.

If you live abroad, please send it by a traceable method such as EMS or DHL.

<Application documents that need to be submitted by e-mail attachment>

The application documents that are not sent by postal mail should be sent to gsidexam@t.mail.nagoya-u.ac.jp as an electronic file (PDF or MS Word file).

Please download the prescribed form from the website below.

https://www4.gsid.nagoya-u.ac.jp/en/admission/application/

*Please refer to the "Checklist" on p.8 onward for details on which application documents to send by postal mail and which by e-mail as attachments.

* The status of the application can be checked through the web application system.

* Check your e-mail settings to ensure that you can receive e-mails from gsidexam@t.mail.nagoya-u.ac.jp since the GSID Administrative office will send an e-mail if there are any problems with the application.

5．How to Pay the Examination Fee

(1) The examination fee is 30,000yen *Handling fee will be charged separately.

Those who intend to enroll as MEXT scholarship student do not need to pay the examination fee.

(2) How to Pay

　　Payment of the examination fee should be made by one of the following methods:
　<Available for both residents of Japan and overseas residents>
　　　・Paying by credit card
　<Available only for residents of Japan>
　　　・Paying by internet banking
　　　・Paying at convenience stores
　　　・Paying at ATMs with Pay-easy option

(3) Examination Fee Refund Policy

　　After accepting the application documents, the paid examination fee will not be refunded. However, it may be refunded only in the following cases. The transfer fee for the refund will be deducted. For details, see the attached "Web Application Flow".
　　① If you do not complete the application procedures after paying the examination fee or if your application is not accepted.
　　② If you pay the examination fee twice.

　　*The entrance examination fee will be refunded by bank transfer. When refunding to an account at a bank outside Japan, the amount returned will be greatly reduced and it will take many days to arrive. Please be cognizant of this before you pay the examination fee.

６．Connectivity Test

　　Those who wish to take an online connectivity test due to concerns about online connection during the screening or other procedures., should notify GSID Administrative office at the time of application.　The connection test will be conducted at the following date and time. Completion of the connectivity test does not guarantee remedies in the event of a problem on the day of the examination.
(1)　Date: January 18, 2024 (Thursday) 10:00
(2)　Language: English or Japanese.
(3)　Method: Details will be provided by e-mail to applicants who have sent a notification, after the application is filed

７．Selection Process, Date and Method

　　There will be no written examination. Applicants will be evaluated only through the oral examination.
(1)　Date: February 1 (Thursday), 2024
　　　　　(Alternative date in case: February 2(Friday), 2024, 8:45-10:15)
(2)　Language: English or Japanese
(3)　Method: Online oral examination.　Make sure there are no other people in the room.

　　* How to confirm the latest information in the case of unforeseen circumstances
　　The examination schedule and selection procedures may change due to the spread of infectious diseases or other unforeseen circumstances. Please check the GSID website regularly for the latest information, especially before application and the examination.
　　GSID Website: https://www4.gsid.nagoya-u.ac.jp/

８．**Announcement of Examination Results**
   (1) Date: February 7 (Wednesday), 2024.
   (2) Notification: The official letters of admission will be sent out only to successful applicants by postal mail after the examinee numbers of successful applicants are posted on the GSID website. No telephone inquiries will be accepted.

９．**Entrance Registration Procedures**
   Detailed information will be sent out at a later date.
   (1) Entrance Registration Day: Middle of March, 2024
   (2) Required Fees:
       ① Entrance Fee: 282,000 yen
       ② Tuition Fee for 6 months：April, 2024－September, 2024): 267,900 yen (535,800 yen per year)

   * Those who have already enrolled in other universities are, in principle, unable to enroll in GSID. However, under the certain circumstances, there may be exceptions. Please contact the GSID Administrative Office before undertaking entrance registration procedures.
   * Please note that if the fees change before your entrance to the university or during your stay at the Nagoya University, you will need to pay the revised fees.
   * Among successful candidates, jobholders will be asked to submit a letter of approval issued by an immediate manager or a self-consent letter to accept the studentship at GSID. No format is provided.

１０．**Special needs applicants who need some special care in the examination**

   １．**Consultation on special care in the examination**
   Applicants who need some special care in terms of taking exams should consult the GSID Administrative Office prior to applying for the examination.

   (1) **Consultation period**
   Consultations will be accepted 16:00 on November 2 (Thursday), 2023.
   (2) **Required Documents**
   Please submit the following documents:
       ・　A request letter for special care in the examination
       A request letter for special care on A4-paper, stating the nature of the applicant's special needs, the arrangements desired for examinations (no special format required)
       ・　A doctor's diagnosis
       A doctor's diagnosis of the applicant's special needs issued within three months. A photocopy of the diagnosis may be accepted.
       ・　Other documents
       The applicant may submit other documents.
       * Please contact the GSID Administrative Office before the application deadline if the applicant with special needs wishes to consult about studies at the University.

２．Application Procedures for the Examination

The applicant may submit the application for the entrance examination after the consultation with the GSID Administrative Office.

１１．Related Information

(1) After applications are filed, changes in submitted documents are not permitted. The examination fee is non-refundable. Submitted documents will not be returned.

(2) Applicant's name, e-mail address and other personal information included in application documents will be used only for the purpose of grading and registering during the entrance examination, selection process, announcement of examination results, entrance registration procedures and student affairs after admission. Personal information will be used appropriately and will not be used for any other purposes.

(3) Regarding the clarification of the scope of control for "deemed exports" under the Foreign Exchange and Foreign Trade Act ("FEFTA")

<u>As a general rule, the following is unnecessary if the research involves only the humanities and social sciences.</u>

As an exception, if you are involved in an area of fusion within a scientific field, please follow the procedures below.

In November 2021, in accordance with the clarification of the scope of control for "deemed exports" under the Foreign Exchange and Foreign Trade Act ("FEFTA"), certain provision of sensitive technology to faculty members and students by universities and research institutions has become subject to control under the FEFTA. Consistently with this change, when applying to study at the University, students will be required to submit a "Declaration of applicable specific categories" based on the "Flowchart for determining applicable specific categories". In addition, submitting a "Letter of confirmation" may be required at the time of acceptance.

"Declaration of applicable specific categories and "Flowchart for determining applicable specific categories" are found in the following link:

https://mado.adm.nagoya-u.ac.jp/form1_export-control_en

You may submit the form at your own discretion. If you have any questions, please contact below.
Nagoya University, Academic Research & Industry - Academia - Government collaboration, Export Control Division E-mail : anzen@aip.nagoya-u.ac.jp TEL : 052-747-6702

If you cannot submit the "Declaration of applicable specific categories" in time for the application deadline, please submit it as soon as it is ready. All other documents required for application must be submitted on the application deadline.

Eligibility and Procedures for Application

A. Applicants who will complete the Master's Program in GSID in March 2024

1．Required Documents

Applicants who will complete the Master's Program in GSID in March 2024 must complete and submit the items listed below.

(1) Documents which all applicants must submit

① Application Form and Photograph Card

・Print one-sided on A4-size paper in color from the web application system.

・Prepare your picture as a data file (up to 2MB) with the following requirements: front-facing, upper body, no hat, facial photo without background and taken within 3 months of application and upload it to the web application system.

・A letter of admission and other documents will be sent to the address entered in the web application system. If your address changes after you apply, be sure to notify the GSID Administrative Office of the change.

② Curriculum Vitae/Resume (Download the prescribed form)

Fill in the necessary items on the form.

③　Research proposal (in a free format)

The research proposal must be written in Japanese (5,000 characters or less) or in English (2,000 words or less), on A4-size paper.

(2) Optional documents which may be submitted voluntarily:

⑨　Academic work(s);

⑩　Summary of academic work(s);

⑪　List of academic work.

Applicants may submit academic papers and/or books written by the applicants in Japanese or in English on the research topic specified in the research proposal. The academic work(s) and their summary in about 3,000 characters of Japanese or in about 1,200 words of English are to be submitted. When the applicant wants to submit published work, please include the cover page of the publication. The applicant must attach a list of publications which includes the bibliographical data of all academic work such as the author's name, the title of the paper, the name of the journal, volume number, the first page and the last page of those, and the year of publication. If a work listed is not published, please indicate "unpublished." If the work is a chapter of a book, please indicate the name of the editor(s), the title of the book, the title of the chapter, the first and the last page of those, the publisher and the year of publication. If the applicant has published a book, please indicate the names of all the authors, the title of the book, the number of pages, the publisher and the year of publication.

⑫　A photocopy of an official score sheet of a language proficiency test

Applicants may submit a photocopy of official score sheet of TOEFL, TOEIC, IELTS, or Duolingo as an English proficiency test, or JLPT as a Japanese proficiency test. This may be submitted voluntarily.

２．Examination Fee

Applicants who are current GSID students shall be exempted from the examination fee.

A．Applicants who will complete the Master's Program in GSID in March 2024
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Checklist

		Documents to be submitted		Submission method
	①	Application Form and Photograph Card	All applicants	Postal Mail※
	②	Curriculum vitae/resume	All applicants	E-mail
	③	Research proposal	All applicants	E-mail
	⑨	Academic work	Optional	E-mail
	⑩	Summary of academic work	Optional	E-mail
	⑪	List of academic work	Optional	E-mail
	⑫	A photocopy of official score sheet of a language proficiency test	Optional	E-mail

Check a mark ✓, when you make the document ready.

※　Submission by postal mail can also be made in person at the counter of GSID Administrative Office.

B. Applicants who have, or will have, completed Master's Program by submitting a Master's thesis written in Japanese or English by March 31, 2024

１．Eligibility

Those who satisfy one or more of the following qualifications are eligible to apply undersection B.

By submitting a Master's thesis written in Japanese or English,

① Individuals who hold a Master's degree or Professional degree from a Japanese University or will receive a Master's degree or Professional degree from a Japanese University by the end of March, 2024.

② Individuals who have received a degree equivalent to a Master's degree or Professional degree in a country other than Japan or will receive one by the end of March, 2024.

２．Required Documents (Common)

Section A (p. 7) provides instructions for applicants who are GSID students and will complete the Master's Program in March, 2024.

Applicants other than GSID students who will complete the Master's Program in next March must submit the following documents to the GSID Administrative Office:

(1) Documents which all applicants must submit

① Application Form and Photograph Card
・Print one-sided on A4-size paper in color from the web application system.
・Prepare your picture as a data file (up to 2MB) with the following requirements: front-facing, upper body, no hat, facial photo without background and taken within 3 months of application and upload it to the web application system.
・A letter of admission and other documents will be sent to the address entered in the web application system. If your address changes after you apply, be sure to notify the GSID Administrative Office of the change.

② Curriculum Vitae/Resume (Download the prescribed form)
Fill in the necessary items on the form.

③ Research proposal (in free format)
Research proposal must be written in Japanese (5,000 characters or less) or in English (2,000 words or less) on A4 size paper.

(2) Documents to be submitted by those who are not Japanese nationals

④ A photocopy of the passport
Applicants without Japanese nationality must submit a valid passport photocopy of the page showing the passport number and the applicant's photograph.

⑤ A photocopy of the Residence Card
Applicants who are currently residing in Japan must also submit a photocopy of their

Residence Card (both sides).

(3) Optional documents which may be submitted voluntarily

⑥　Letter of recommendation

The letter of recommendation must be written and sealed by the applicant's academic advisor from the university s/he attended. A letter from the applicant's present supervisor is also acceptable. The recommender may send the recommendation letter directly to the GSID Administrative Office by postal mail or by e-mail attachment. In addition, when it is the applicant, not the recommender, who submits the recommendation letter, it must be a paper letter with a seal, enclosed and submitted by postal mail.

⑦　Letter of self-recommendation

⑧　Statement concerning applicant's previous working and/or research experience

Please write or type 2,000 characters in Japanese or 800 words in English on a separate sheet of A4 size paper.

⑨　Academic work(s)
⑩　Summary of academic work(s)
⑪　List of academic work.

Applicants may submit academic papers and/or books written by the applicants in Japanese or in English on the research topic specified in the research proposal. The academic work and their summary in about 3,000 characters of Japanese or in about 1,200 words of English are to be submitted. When the applicant wants to submit published work, please include the cover page of the publication. The applicant must attach a list of publications with bibliographical data of all the academic work such as the author's name, the title of the paper, the name of the journal, the volume number, the publication's first and last page numbers of the publication, and the year of publication. If the list includes an unpublished paper, please clearly indicate "unpublished." If the work is a chapter of a book, please write the name of editors, the title of the book, the title of the chapter, the chapter's first and last page numbers, the publisher and the year of publication. If the applicant has published a book, please indicate the names of all the authors, the title of the book, the number of pages, the publisher and the year of publication.

⑫　A photocopy of the official score sheet of a language proficiency test

Applicants may submit a photocopy of official score sheet of TOEFL, TOEIC, IELTS, or Duolingo as an English proficiency test, or JLPT as a Japanese proficiency test. This may be submitted voluntarily.

３．Required Documents (for Section B)

In addition to the above documents, applicants must submit the following documents:

⑬　Official transcripts from your previous school(s)

These must be issued by the institution which has awarded, or will have awarded, the Master's degree. Photocopies will not be accepted.

⑭　Certificate of graduation or expected graduation

This must be issued by the institution which has awarded, or will have awarded, the Master's degree. Photocopies will not be accepted.

⑮　Master's thesis/Research thesis

A copy of a Master's thesis or research thesis are to be submitted.

⑯　Summary of Master's thesis/Research thesis

The summary must be written in about 3,000 characters in Japanese or about 1,200 words in English.

４．Submission of Master's Thesis
（1）　Unfinished Master's Thesis

If applicants have not completed their Master's thesis due to the submission date fixed by the institution to which they belong, they may be allowed to submit the Master's thesis and its final summary by January 12 (Friday), 2024. When they send the application form to the GSID Administrative Office, those applicants must submit a certificate regarding the submission date for the Master's thesis issued by the dean of the institution or their supervisor as well as the tentative summary of the unfinished thesis written in about 3,000 characters in Japanese or about 1,200 words in English.

The deadline of submission date: January 12 (Friday), 2024, 16:00.

　⑰　Tentative summary of the unfinished thesis
　⑱　Certificate regarding the submission date of the Master's thesis

（2）　When the topic of the research proposal is different from that of the Master's thesis

If the topic of the research proposal is considerably different from that of the Master's thesis, the applicant must submit a copy of at least one academic paper related to the proposed topic, in more than 10,000 Japanese characters or more than 4,000 English words, whether published or not, and its summary, about 3,000 characters in Japanese or about 1,200 words in English, in addition to the Master's thesis. Unpublished papers must be over 10,000 Japanese characters or 4,000 English words.

When the applicant wants to submit published work, please include the cover page of the publication. The applicants must attach a list of publications which includes the bibliographical data of all academic work such as the author's name, the title of the paper, the name of the journal, volume number, the first page and the last page of those, and the year of publication. If the list includes an unpublished paper, please clearly indicate "unpublished." If the work is a chapter of a book, please write the name of editors, the title of the book, the title of the chapter, the first and the last page of those, the publisher and the year of publication. If the applicant has published a book, please indicate the names of all the authors, the title of the book, the number of pages, the publisher and the year of publication. If the applicant submits academic work (⑨, ⑩, and ⑪), the following documents (⑲, ⑳, and ㉑) are not necessary. A statement explaining the reason for changing the topic of research must be submitted.

⑲　Academic paper(s) (must be written in more than 10,000 Japanese characters or 4,000 English words.)

⑳　Summary of the academic paper(s)

㉑　List of academic paper(s)

㉒　Statement of the reason for the change in topic

(3)　Revised Master's thesis

　　Applicants are allowed to submit the modified thesis of their Master's degree. In this case, they are required to submit both the original Master's thesis which was duly submitted to the previous institution and the revised one.

㉓　Revised Master's thesis

B. Applicants who have, or will have, completed Master's Program by submitting a Master's Thesis written in Japanese or English by March 31, 2024

Checklist

		Documents to be submitted		Submission method
	①	Application Form and Photograph Card	All applicants	Postal Mail[※1]
	②	Curriculum Vitae/Resume	All applicants	E-mail
	③	Research proposal	All applicants	E-mail
	④	A photocopy of the passport	Non-Japanese	E-mail
	⑤	A photocopy of the Residence Card	Non-Japanese living in Japan	E-mail
	⑥	Letter of recommendation	Optional	Postal Mail[※1,2]
	⑦	Letter of self-recommendation	Optional	E-mail
	⑧	Statement concerning applicant's previous working and/or research experience	Optional	E-mail
	⑨	Academic work	Optional	E-mail
	⑩	Summary of the academic work	Optional	E-mail
	⑪	List of academic work	Optional	E-mail
	⑫	A photocopy of official score sheet of a language proficiency test	Optional	E-mail
	⑬	Official transcripts from your previous school(s)	All applicants	Postal Mail[※1]
	⑭	Certificate of graduation or expected graduation	All applicants	Postal Mail[※1]
	⑮	Master's thesis/Research thesis	All applicants	E-mail
	⑯	Summary of Master's thesis	All applicants	E-mail
	⑰	Tentative summary of unfinished Master's thesis	Relevant applicants	E-mail
	⑱	Certificate regarding the submission date for the Master's thesis	Relevant applicants	E-mail
	⑲	Academic paper(s) equivalent to Master's thesis/Research	Relevant applicants	E-mail
	⑳	Summary of academic paper(s)	Relevant applicants	E-mail
	㉑	List of academic paper(s)	Relevant applicants	E-mail
	㉒	Statement of the reason for the change of topic	Relevant applicants	E-mail
	㉓	Revised Master's thesis	Optional	E-mail

Check a mark ✓, when you make the document ready.

※1　Submission by postal mail can also be made in person at the counter of GSID Administrative Office.

※2　The recommender may send the recommendation letter directly to the GSID Administrative Office by postal mail or by e-mail attachment.

C. Applicants who have, or will have, submitted a Master's thesis written in a language other than Japanese or English by March 31, 2024

1. Eligibility

Those who satisfy one of the following requirements:

With a Master's thesis submitted in a language other than Japanese or English,

① Individuals who hold a Master's degree or Professional degree from a Japanese University or will receive a Master's degree or Professional degree from a Japanese University by the end of March, 2024.

② Individuals who have received a degree equivalent to a Master's degree or Professional degree in a country other than Japan or will receive one by the end of March, 2024.

2. Required Documents (Common)

(1) Documents which all the applicants must submit

① Application Form and Photograph Card
  ・Print one-sided on A4 size paper in color from the web application system.
  ・Prepare your picture as a data file (up to 2MB) with the following requirements: front-facing, upper body, no hat, facial photo without background and taken within 3 months of application and upload it to the web application system.
  ・A letter of admission and other documents will be sent to the address entered in the web application system. If your address changes after you apply, be sure to notify the GSID Administrative Office of the change.

② Curriculum Vitae/Resume (Download the prescribed form)
  Fill in the necessary items on the form.

③ Research proposal (in a free format)
  Research proposal must be written in Japanese (5,000 characters or less) or in English (2,000 words or less), on A4 size paper.

(2) Documents to be submitted by those who are not Japanese nationals

④ A photocopy of the passport
  Applicants without Japanese nationality must submit a valid passport photocopy of the page showing the passport number and the applicant's photograph.

⑤ A photocopy of the Residence Card
  Applicants who are currently residing in Japan must also submit a photocopy of their Residence Card (both sides).

(3) Optional documents which may be submitted voluntarily

⑥ Letter of recommendation
  The letter of recommendation must be written and sealed by the applicant's academic advisor from the university s/he attended. A letter from the applicant's present supervisor is also

acceptable. The recommender may send the recommendation letter directly to the GSID Administrative Office by postal mail or by e-mail attachment. In addition, when it is the applicant, not the recommender, who submits the recommendation letter, it must be a paper letter with a seal, enclosed and submitted by postal mail.

⑦　Letter of self-recommendation

⑧　Statement concerning applicant's previous working and/or research experience
　　Please write or type 2,000 characters in Japanese or 800 words in English on a separate sheet of A4 size paper.

⑨　Academic work,
⑩　Summary of academic work,
⑪　List of academic work.
　　Applicants may submit academic papers and/or books written by the applicants in Japanese or in English on the research topic specified in the research proposal. The academic work and their summary in about 3,000 characters of Japanese or in about 1,200 words of English are to be submitted. When the applicant wants to submit published work, please include the cover page of the publication. The applicant must attach a list of publications with bibliographical data of all the academic work such as the author's name, the title of the paper, the name of the journal, the volume number, the publication's first and last page numbers of the publication, and the year of publication. If the list includes an unpublished paper, please clearly indicate "unpublished." If the work is a chapter of a book, please write the name of editors, the title of the book, the title of the chapter, the chapter's first and last page numbers, the publisher and the year of publication. If the applicant has published a book, please indicate the names of all the authors, the title of the book, the number of pages, the publisher and the year of publication.

⑫　A photocopy of the official score sheet of a language proficiency test
　　Applicants may submit a photocopy of official score sheet of TOEFL, TOEIC, IELTS, or Duolingo as an English proficiency test, or JLPT as a Japanese proficiency test. This may be submitted voluntarily.

3．Required Documents (for Section C)
　In addition to the above documents, applicants must submit the following documents:

⑬　Official transcripts from your previous school(s)
　　They must be issued by the institution which has awarded, or will have awarded, the Master's degree. Photocopies will not be accepted.

⑭　Certificate of graduation or expected graduation
　　This must be issued by the institution which has awarded, or will have awarded, the Master's degree. Photocopies will not be accepted.

⑮　Master's thesis/Research thesis

⑯ Summary of Master's thesis/research thesis

The summary must be written in about 3,000 characters in Japanese or about 1,200 words in English.

㉔ Whole or partial translation of the Master's thesis

If the Master's thesis is written in a language other than Japanese or English, a Japanese or English translation of the whole or a part of the Master's thesis must be submitted to the GSID Administrative Office. Japanese or English summary of the thesis will be accepted. However, it must be written in more than 10,000 Japanese characters or 4,000 English words. Other academic papers (⑲) may be submitted as a substitute for the Master's thesis.

4．Submission of Master's Thesis

(1) Unfinished Master's Thesis

If applicants have not completed their Master's thesis due to the submission date fixed by the institution to which they belong, they may be allowed to submit the Master's thesis and its final summary by January 12 (Friday), 2024. When they send the application form to the GSID Administrative Office, those applicants must submit a certificate regarding the submission date for the Master's thesis issued by the dean of the institution or their supervisor as well as the tentative summary of the unfinished thesis written in about 3,000 characters in Japanese or about 1,200 words in English.

The deadline of submission date: January 12 (Friday), 2024, 16:00.

⑰　Tentative summary of the unfinished thesis
⑱　Certificate regarding the submission date for the Master's thesis

(2) When the topic of the research proposal is different from that of the Master's thesis

If the topic of the research proposal is considerably different from that of the Master's thesis, the applicant must submit a copy of at least one academic paper related to the proposed topic, in more than 10,000 Japanese characters or more than 4,000 English words, whether published or not, and its summary, about 3,000 characters in Japanese or about 1,200 words in English, in addition to the Master's thesis. Unpublished papers must be one written in more than 10,000 Japanese characters or 4,000 English words.

When the applicant wants to submit published work, please include the cover page of the publication. The applicants must attach a list of publications which includes the bibliographical data of all the academic work such as the author's name, the title of the paper, the name of the journal, volume number, the first page and the last page of those, and the year of publication. If the list includes an unpublished work, please clearly indicate "unpublished." If the work is a chapter of a book, please write the name of editor(s), the title of the book, the title of the chapter, the first and the last page of those, the publisher and the year of publication. If the applicant has published a book, please indicate the names of all the authors, the title of the book, the number of pages, the publisher and the year of publication. If the applicant submits academic work (⑨, ⑩, and ⑪), the following documents (⑲, ⑳, and ㉑) are not necessary. A statement of the reason why you decided to change the topic must be submitted.

⑲　Academic paper(s) (must be written in more than 10,000 Japanese characters or 4,000 English words.)

⑳　Summary of the academic paper(s)

㉑　List of academic paper(s)

㉒　Statement explaining the reason for the change of topic

C. Applicants who have, or will have, submitted a Master's thesis written in a language other than Japanese or English by March 31, 2024

Checklist

		Documents to be submitted		Submission method
	①	Application Form and Photograph Card	All applicants	Postal Mail[※1,]
	②	Curriculum Vitae/Resume	All applicants	E-mail
	③	Research proposal	All applicants	E-mail
	④	A photocopy of the passport	Non-Japanese	E-mail
	⑤	A photocopy of the Residence Card	Non-Japanese living in Japan	E-mail
	⑥	Letter of recommendation	Optional	Postal Mail[※1,2]
	⑦	Letter of self-recommendation	Optional	E-mail
	⑧	Statement concerning applicant's previous working and/or research experience	Optional	E-mail
	⑨	Academic work	Optional	E-mail
	⑩	Summary of the academic work	Optional	E-mail
	⑪	List of academic work	Optional	E-mail
	⑫	A photocopy of official score sheet of a language proficiency test	Optional	E-mail
	⑬	Official transcripts from your previous school(s)	All applicants	Postal Mail[※1,]
	⑭	Certificate of graduation or expected graduation	All applicants	Postal Mail[※1,]
	⑮	Master's thesis/Research thesis	All applicants	E-mail
	⑯	Summary of Master's thesis	All applicants	E-mail
	⑰	Tentative summary of unfinished Master's thesis	Relevant applicants	E-mail
	⑱	Certificate regarding the submission date for the Master's thesis	Relevant applicants	E-mail
	⑲	Academic paper(s) equivalent to the Master's thesis	Relevant applicants	E-mail
	⑳	Summary of the academic paper(s)	Relevant applicants	E-mail
	㉑	List of academic paper(s)	Relevant applicants	E-mail
	㉒	Statement of the reason for the change of topic	Relevant applicants	E-mail
	㉔	Whole or partial translation of the Master's thesis	All applicants	E-mail

Check a mark ✓, when you make the document ready.

※1　Submission by postal mail can also be made in person at the counter of GSID Administrative Office.

※2　The recommender may send the recommendation letter directly to the GSID Administrative Office by postal mail or by e-mail attachment.

D. Applicants who hold, or will hold, a Master's degree without submitting a Master's thesis by March 31, 2024

1．Eligibility

Those who satisfy one or more of the following qualifications:

Without a Master's thesis submitted,
①　Individuals who hold a Master's degree or Professional degree from a Japanese University or will receive a Master's degree or Professional degree from a Japanese University by the end of March, 2024.
②　Individuals who have received a degree equivalent to a Master's degree or Professional degree in a country other than Japan or will receive one by the end of March, 2024.

2．Required Documents (Common)

The applicants other than GSID students who will complete the Master's Program next March must submit the following documents to the GSID Administrative Office:

(1) Documents which all the applicants must submit

①　Application Form and Photograph Card
・Print one-sided on A4 size paper in color from the web application system.
・Prepare your picture as a data file (up to 2MB) with the following requirements: front-facing, upper body, no hat, facial photo without background and taken within 3 months of application and upload it to the web application system.
・A letter of admission and other documents will be sent to the address entered in the web application system. If your address changes after you apply, be sure to notify the GSID Administrative Office of the change.

②　Curriculum Vitae/Resume (Prescribed form downloaded)
Fill in the necessary items on the form.

③　Research proposal (in a free format)
Research proposal must be written in Japanese (5,000 characters or less) or in English (2,000 words or less), on A4 size paper.

(2) Documents to be submitted by those who are not Japanese nationals

④　A photocopy of the passport
Applicants without Japanese nationality must submit a valid passport photocopy of the page showing the passport number and the applicant's photograph.

⑤　A photocopy of the Residence Card
Applicants who are currently residing in Japan must also submit a photocopy of their Residence Card (both sides).

(3) Optional documents which may be submitted voluntarily

⑥ Letter of recommendation

Letter of recommendation must be written and sealed by the applicant's academic advisor from the university s/he attended. A letter from the applicant's present supervisor is also acceptable. The recommender may send the recommendation letter directly to the GSID Administrative Office by postal mail or by e-mail attachment. In addition, when it is the applicant, not the recommender, who submits the recommendation letter, it must be a paper letter with a seal, enclosed and submitted by postal mail.

⑦ Letter of self-recommendation

⑧ Statement concerning applicant's previous working and/or research experience

Please write or type 2,000 characters in Japanese or 800 words in English on a separate sheet of A4 size paper.

⑨ Academic work(s),

⑩ Summary of academic work(s),

⑫ A photocopy of the official score sheet of a language proficiency test

Applicants may submit a photocopy of official score sheet of TOEFL, TOEIC, IELTS, or Duolingo as an English proficiency test, or JLPT as a Japanese proficiency test. This may be submitted voluntarily.

3．Required Documents (for Section D)

In addition to the above documents, applicants must submit the following documents:

⑬ Official transcripts from your previous school(s)

These must be issued by the institution which has awarded, or will have awarded, the Master's degree. Photocopies will not be accepted.

⑭ Certificate of graduation or expected graduation

This must be issued by the institution which has awarded, or will have awarded, the Master's degree. Photocopies will not be accepted.

⑲ Academic paper(s) (must be written in more than 10,000 Japanese characters or 4,000 English words.)

⑳ Summary of the academic paper(s)

㉑ List of academic paper(s)

The applicant must submit a copy of at least one academic paper related to the proposed topic, in more than 10,000 Japanese characters or more than 4,000 English words, whether published or not, and its summary (about 3,000 characters in Japanese or about 1,200 words in English).

When applicants submit academic papers, they must attach a list of publications which includes the bibliographical data of all the academic work such as the author's name, the title of the work, the name of the journal, volume number, the first page and the last page of those, and the year

of publication. If the list includes an unpublished paper, please clearly indicate "unpublished." If the work is a chapter of a book, please write the name of editor(s), the title of the book, the title of the chapter, the first and the last page of those, the publisher and the year of publication. If the applicant has published a book, please indicate the names of all the authors, the title of the book, the number of pages, the publisher and the year of publication.

D. Applicants who hold, or will hold, a Master's degree without submitting a Master's thesis by March 31, 2024

_____

Checklist

		Documents to be submitted		Submission method
	①	Application Form and Photograph Card	All applicants	Postal Mail[※1]
	②	Curriculum Vitae/Resume	All applicants	E-mail
	③	Research proposal	All applicants	E-mail
	④	A photocopy of the passport	Non-Japanese	E-mail
	⑤	A photocopy of the Residence Card	Non-Japanese living in Japan	E-mail
	⑥	Letter of recommendation	Optional	Postal Mail[※1,2]
	⑦	Letter of self-recommendation	Optional	E-mail
	⑧	Statement concerning applicant's previous working and/or research experience	Optional	E-mail
	⑨	Academic work	Optional	E-mail
	⑩	Summary of the academic work	Optional	E-mail
	⑫	A photocopy of official score sheet of a language proficiency test	Optional	E-mail
	⑬	Official transcripts from your previous school(s)	All applicants	Postal Mail[※1]
	⑭	Certificate of graduation or expected graduation	All applicants	Postal Mail[※1]
	⑲	Academic paper(s) equivalent to the Master's thesis	All applicants	E-mail
	⑳	Summary of the academic paper(s)	All applicants	E-mail
	㉑	List of academic paper(s)	All applicants	E-mail

Check a mark ✓, when you make the document ready.

※1　Submission by postal mail can also be made in person at the counter of GSID Administrative Office.

※2　The recommender may send the recommendation letter directly to the GSID Administrative Office by postal mail or by e-mail attachment.

E. Applicants who do not hold, or will not hold, a Master's degree by March 31, 2024

１．Eligibility
(1) Application Requirements
Those who meet one or more of the following qualifications are eligible to apply:
① Individuals who have received a degree equivalent to a Master's degree or Professional degree in Japan through correspondence educational managed by a foreign school or other recognized student institution or will receive one by the end of March, 2024.

② Individuals who have received a Master's degree or Professional degree from a university in Japan that is recognized as a university belonging to the system of higher education of a foreign country and is approved by the Japanese Minister of Education, Culture, Sports, Science and Technology or will receive one by the end of March, 2024.

③ Individuals who have completed the course of the United Nations University and have received a degree equivalent to a Master's degree, or will have completed the course of the United Nations University and will have received a degree equivalent to a Master's degree by the end of March, 2024. The United Nations University refers to the university established by the United Nations General Assembly's resolution of December 11, 1972. The university is provided for under Paragraph 2 of Article 1 of the Act on Special Measures (Law No. 72, 1976) concerning the Implementation of the Agreement between the United Nations and Japan relating to the Headquarters of the United Nations University.

(2) Eligible applicants
Meeting one of the above requirements,
① Individuals who have, or will have, received a degree equivalent to a Master's degree by March 31, 2024, by submitting a research paper.
⇒ Go to Section B (p. 9) or C (p.14).
② Individuals who have, or will have, received a degree equivalent to a Master's degree by March 31, 2024, without a research paper submitted.
⇒ Go to Section D (p. 20).

(3) Non-eligible applicants
Individuals who do not meet either requirement indicated above may be allowed to apply for the entrance examination after they pass the eligibility screening.

２．Eligibility Screening
(1) Eligible individuals per the eligibility screening
The following individuals may be qualified as eligible applicants for entrance examination after the eligibility screening:
① Individuals who have been approved by the Japanese Minister of Education, Culture, Sports, Science and Technology (Ministry Notice No. 118 of 1989)
Have at least 2 years of research experience at a university or a research institute after graduation from a Japanese university or after 16 years of formal education outside Japan, and have been recognized by GSID, based on the basis of the research achievement, as having

academic ability equal to or exceeding those holding a Master's degree.

② Individuals who have been recognized by GSID, based on individual eligibility screening for the examination, as having academic ability equal to or exceeding those holding a Master's degree, and are aged not less than 24 years by the end of March 2024.

(2) Application for eligibility screening will be accepted even when the applicants are individuals who do not meet either one of the above requirements or when the applicants want to get confirmation of their eligibility for the entrance examination.

3．Documents Required for the Eligibility Screening

Applicants for the eligibility screening must submit the following documents for the purpose of screening to the GSID Administrative Office:

(1) Documents which all the applicants must submit

② Curriculum vitae/resume (Prescribed form downloaded)

Fill out the application form of each necessary item. Both electronic and hard copy should be submitted.

③ Research proposal (in a free format)

The research proposal must be written in Japanese (5,000 characters or less) or in English (2,000 words or less), on A4 size paper.

⑬ Official transcripts

Official transcripts of the undergraduate course issued by a university or official transcripts from the last school(s) in which you were enrolled. Photocopies will not be accepted.

⑭ University diploma or certificate of graduation

University diploma or certificate of graduation from your previous school(s). Photocopies will not be accepted.

㉕ Application for Eligibility Screening for the Examination (Prescribed form downloaded)

Fill out the application form of each necessary item.

(2) Optional documents which may be submitted voluntarily

⑥ Letter of recommendation

Letter of recommendation must be written and sealed by the applicant's present supervisor or employer, stating the period of your employment. The recommender may send the recommendation letter directly to the GSID Administrative Office by postal mail or by e-mail attachment. In addition, when it is the applicant, not the recommender, who submits the recommendation letter, it must be a paper letter with a seal, enclosed and submitted by postal mail.

⑦ Letter of self-recommendation

⑧　Statement concerning applicant's previous working and/or research experience

The applicant may submit a report in Japanese (3,000 characters) or in English (1,200 words) on A4 size paper describing what the applicant did in the company or research institute.

⑨　Academic work,

⑩　Summary of the academic work,

⑪　List of academic work,

㉗　Report on products of the research or working experience

Applicants may submit academic papers and/or books written by them in Japanese or in English on the research topic specified in the research proposal. A copy of academic work(s), whether published or not, and their summary in about 3,000 characters of Japanese or in about 1,200 words of English are to be submitted.

When the applicant wants to submit published work, please include the cover page of the publication. The applicant must attach a list of publications, which includes the bibliographical data of all academic work such as the author's name, the title of the paper, the name of the journal, volume number, the first page and the last page, and the year of publication. If the list includes an unpublished paper, please clearly indicate it as "unpublished." If the work is a chapter of a book, please write the name of editors, the title of the book, the title of the chapter, the first and the last page of those, the publisher and the year of publication. If the applicant has published a book, please indicate the names of all the authors, the title of the book, the number of pages, the publisher and the year of publication.

A report may be submitted on the products from the applicant's work experience, if any. It must be written in Japanese (3,000 characters) or in English (1,200 words), on A4 size paper.

㉖　Certificate of Research Experience (Prescribed form downloaded)

The certificate of Research Experience must be submitted, if the applicant has certain period of research experience. This must be certified by the head of the research institute where the applicant conducted their research.

４．Eligibility Screening Procedures

　(1)　Application period

Application will be accepted by 16:00, November 2(Thursday), 2023.

No fee is payable for the purpose of the eligibility screening.

　(2)　Notification of the result

The result of the eligibility screening will be provided to the applicant approximately within two weeks after the documents have been received.

５．Those who pass the eligibility screening

Those who pass the eligibility screening must submit the following documents during the filing period (See p. 1) to the GSID Administrative Office. <u>For details, refer to p.7 or later</u>.

　(1)　Forms provided by GSID which all the applicants must submit

　①　Application Form and Photograph Card

　(2)　Documents to be submitted by those who are not Japanese nationals

④　A photocopy of the passport

⑤　A photocopy of the Residence Card

　　Applicants who are currently residing in Japan must also submit a photocopy of their Residence Card (both sides).

⑶　Optional documents which may be voluntarily submitted

⑫　A photocopy of the official score sheet of a language proficiency test.

E. Applicants who do not hold, or will not hold, a Master's degree by March 31, 2024

Checklist

(1) Documents for Eligibility Screening

		Documents to be submitted		Submission method
	②	Curriculum vitae/resume	All applicants	E-mail
	③	Research proposal	All applicants	E-mail
	⑥	Letter of recommendation	Optional	Postal Mail[※1,2]
	⑦	Letter of self-recommendation	Optional	E-mail
	⑧	Statement concerning applicant's previous working and/or research experience	Optional	E-mail
	⑨	Academic work	Optional	E-mail
	⑩	Summary of academic work	Optional	E-mail
	⑪	List of academic work	Optional	E-mail
	⑬	Official transcripts	All applicants	Postal Mail[※1]
	⑭	University diploma or certificate of graduation	All applicants	Postal Mail[※1]
	㉕	Application for Eligibility Screening	All applicants	Postal Mail[※1]
	㉖	Certificate of research experience	Optional	Postal Mail[※1]
	㉗	Report on the products of work experience	Optional	E-mail

Check a mark ✓, when you make the document ready.

※1　Submission by postal mail can also be made in person at the counter of GSID Administrative Office.

※2　The recommender may send the recommendation letter directly to the GSID Administrative Office by postal mail or by e-mail attachment.

(2) Documents for Application for the Examination

		Documents to be submitted		Submission method
	①	Application Form and Photograph Card	All applicants	Postal Mail[※1]
	④	A photocopy of the passport	Non-Japanese	E-mail
	⑤	A photocopy of the Residence Card	Non-Japanese living in Japan	E-mail
	⑫	A photocopy of official score sheet of a language proficiency test	Optional	E-mail

Check a mark ✓, when you make the document ready.

名古屋大学大学院国際開発研究科
Graduate School of International Development, Nagoya University

Contacts details for inquires & submission of application materials:

GSID Administrative Office
Student Affairs Division for the Schools of Humanities and Social Sciences, Integrated Research Building, Nagoya University
B4-4 (700) Furo-cho, Chikusa-ku, Nagoya, 464-8601

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https://www.gsid.nagoya-u.ac.jp/